

# Staffing Guide

<b>Position Description</b>			<b>Assistant Hotel Manager</b>		
What Determines Staffing Standard (Circle key factors that apply)	<ul style="list-style-type: none"> <li>Hours of Operation _____</li> <li>Occupancy Rate _____</li> <li>Seasonal/Peak Workload _____</li> </ul>	<ul style="list-style-type: none"> <li>Staff Supervised _____</li> <li>Facility Layout _____</li> <li>Facility Size _____x_____</li> </ul>	<ul style="list-style-type: none"> <li>Facility Age _____</li> <li>Multiple Locations _____x_____</li> <li>_____ _____</li> </ul>		
<b>Workload/Staffing Comments:</b>  <b>This position acts directly on behalf of the manager. Position will normally directly supervise one or more departmental managers, supervisors, and leaders depending upon the hotel size.</b>					
	Small (1-75 rooms)	Medium (76-199 rooms)	Large (200-399 rooms)	Extra Large (400-799 rooms)	Super Large (799+ rooms)
<b>Staffing Standard</b>	<b>Not Authorized</b>	* <b>1 (NF-3) 100 + rooms</b> <b>(Position authorized as an option at Medium size operations with 100+ rooms. Operations have the option of selecting a Executive Housekeeper in lieu of an Assistant Manager).</b>	<b>1 (NF-3)</b>	<b>1 (NF-3) 400 to 600 rooms</b>  <b>1 (NF-4) 600 + rooms</b>	<b>1 (NF-4)</b>
<b>Alternate Staffing Standard (If Required)</b>	** <b>1 (NF-3) per consolidated site of maximum 75 rooms</b>	** <b>1 (NF-3) per consolidated site of 76-199 rooms</b>	<b>NONE</b>	<b>NONE</b>	<b>NONE</b>
<b>Explanation of Alternative Staffing Standard:</b> * Position authorized as an option at Medium size operations with 100+ rooms. Operations have the option of selecting a Executive Housekeeper in lieu of an Assistant Manager ** One assistant Hotel Manager is authorized for remote site with maximum of 199 rooms if General Manager has more than 3 Garrisons. Remote site is defined as separate or sub-installation.					
<b>Staffing Standard Footnotes:</b>  <b>At extra large facilities, the total rooms including those at the remote site determines the grade for the Assistant Hotel Manager at the primary site. Regular schedule for this position should include coverage of Hotel Manager's regularly scheduled days off as well as coverage of peak demand hours not covered by the Hotel Manager, i.e., evening/weekend hours when not covered by other scheduled manager-on-duty</b>					